

Online Statements

Accessing Citibank® Online Statements

Welcome to the Citibank Online Statements system. This application will allow you to view your statements through the Internet. No more waiting for paper statements to arrive! This easy-to-learn tool provides everything you need to view your statements, print them out, and even download the statement data to spreadsheets, such as Microsoft Excel®. This document will guide you through the steps of registering and accessing the system.

Type in the URL

<https://www.onlinestatements.cards.citidirect.com>

First time users:

- Click **Sign up** to register for the first time (see tips below)
- Follow the instructions to activate your user ID. Be sure to enter the information precisely as it appears on your most recent paper statement

Returning users:

- Enter your chosen User Name and Password
- Click **Sign On**

Important Tips

- Having a copy of your most recent paper statement will be helpful when using the Sign Up feature. All information requested on the Sign Up page will need to be entered **exactly** as it appears on the paper statement or as it was defined at the time your card account was established.

When selecting a password, keep in mind that Citibank requires passwords to be at least 6 characters (both letters and numbers), and must have at least 1 upper case letter.

How to get around in Citibank – Online Statements

Summary

The **Summary** page is the first screen presented after a successful log in to the system. This page displays information about the most recent statement and/or summary of new transactions that have posted after the last billed statement.

New Transactions

Click on the **New Transactions** tab to view the listing of recently posted transactions.

Statement

Click on the **Statement** tab to view the most recent statement.

More of how to get around in Citibank – Online Statements

Provides the display of the most recent statement or new transactions depending on which tab was selected.	<ul style="list-style-type: none">• View
Click to print a formatted statement or a new transaction list on your local printer.	<ul style="list-style-type: none">• Print
Allows user to request that a payment be made from their designated bank account to their Citibank Individually Billed Travel Card account.	<ul style="list-style-type: none">• Pay
Allows user to download a text version in Excel® or as a Comma Delimited (CSV) file. Statements can also be downloaded as a PDF file.	<ul style="list-style-type: none">• Download
When user has access to more than one account, they should select which account's statement they wish to view. Most users will have only one account and will not need to select from the drop-down list.	Accounts xxxx xxxx xxxx 6567 ▾
From this drop-down list, the user can select previous months' statements when available. The system will collect and make available the last 12 months of statement activity.	Statements 2/27/04 ▾
Allows user to remove or deactivate their user ID association with a specific account or grant access to their statement to an alternate user.	Accounts
Allows user to update their email address, user ID or verification information in their user profile.	Profile
Allows user to change their password at will. Every user should change their password periodically or any time they feel it has been compromised.	Password
Displays electronic payment requests initiated through Online Statements.	Pay History
Log out	Sign Off

citigroup » Citigroup.com » Help

» View
» Print
» Pay
» Download

Welcome!	Summary	New Transactions																																								
John J Mac Accounts xxxx xxxx xxxx 74 ▾ Statements January 21, 2005 ▾	Statement Ending 1/21/05 Previous Balance \$98.34 Payments Received \$98.34 New Transactions \$775.65 Balance Due \$775.65	Amount																																								
Accounts Profile Password Pay History Sign Off	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;">Sale Date</th> <th style="text-align: left; width: 15%;">Post Date</th> <th style="text-align: left; width: 30%;">Reference Number</th> <th style="text-align: left; width: 30%;">Description</th> <th style="text-align: right; width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1/3/05</td> <td>1/4/05</td> <td>55176905004063398416913</td> <td>1 ZELLERS #483</td> <td style="text-align: right;">MISSISSAUGA ON \$49.44</td> </tr> <tr> <td>1/5/05</td> <td>1/6/05</td> <td>75569375006081520050100</td> <td>2 *PAYMENT</td> <td style="text-align: right;">MACLEOD JOHN \$64.07 PY</td> </tr> <tr> <td>1/5/05</td> <td>1/7/05</td> <td>15186895006834603979850</td> <td>3 PETROCAN 2305 HWY #2</td> <td style="text-align: right;">BOWMANVILLE ON \$40.92</td> </tr> <tr> <td>1/5/05</td> <td>1/7/05</td> <td>65176905007063398302383</td> <td>4 ZELLERS #483</td> <td style="text-align: right;">MISSISSAUGA ON \$10.29</td> </tr> <tr> <td>1/14/05</td> <td>1/17/05</td> <td>75569375017081520050115</td> <td>5 *PAYMENT*</td> <td style="text-align: right;">MACLEOD JOHN \$34.27 PY</td> </tr> <tr> <td>1/13/05</td> <td>1/17/05</td> <td>15186895014835202388245</td> <td>6 AU ONLINE REGISTRAR</td> <td style="text-align: right;">ATHABASCA AB \$633.00</td> </tr> <tr> <td>1/18/05</td> <td>1/20/05</td> <td>55181365019570462111199</td> <td>7 SUNOCO - RR #2 BOWMANV</td> <td style="text-align: right;">BOWMANVILLE ON \$42.00</td> </tr> </tbody> </table>		Sale Date	Post Date	Reference Number	Description	Amount	1/3/05	1/4/05	55176905004063398416913	1 ZELLERS #483	MISSISSAUGA ON \$49.44	1/5/05	1/6/05	75569375006081520050100	2 *PAYMENT	MACLEOD JOHN \$64.07 PY	1/5/05	1/7/05	15186895006834603979850	3 PETROCAN 2305 HWY #2	BOWMANVILLE ON \$40.92	1/5/05	1/7/05	65176905007063398302383	4 ZELLERS #483	MISSISSAUGA ON \$10.29	1/14/05	1/17/05	75569375017081520050115	5 *PAYMENT*	MACLEOD JOHN \$34.27 PY	1/13/05	1/17/05	15186895014835202388245	6 AU ONLINE REGISTRAR	ATHABASCA AB \$633.00	1/18/05	1/20/05	55181365019570462111199	7 SUNOCO - RR #2 BOWMANV	BOWMANVILLE ON \$42.00
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Print

Clicking the Print feature will generate a pop-up screen with a formatted presentation of the Statement or the New Transaction List – depending on which screen the user was viewing. Clicking **Print** on this pop up screen will prompt the user to print on their local printer.

Date	Description	Amount
1/20/05	1 SHELL WAVERLEY ROAD & BOWMANVILLE ON	\$33.99
1/20/05	2 KELSEY'S #1011 BRAMPTON ON	\$48.28
1/25/05	3 PETROCAN 2305 HWY #2 BOWMANVILLE ON	\$40.15
1/26/05	4 FUTURE SHOP #613 OSHAWA ON	\$60.94
1/26/05	5 PETROCAN 2305 HWY #2 BOWMANVILLE ON	\$7.75

PDF

If the PDF output is selected for the download, the user will be prompted Statement to OPEN or SAVE the file. The PDF presentation of the statement is a formatted statement which includes a payment remittance coupon.

Would you like to open the file or save it to your computer?

Always ask before opening this type of file

Download

Statements and New Transaction Lists can be downloaded as a spreadsheet or text format and saved on the user's computer. Statements can be downloaded in a pre-formatted PDF file that includes a payment remittance coupon.

Download Statement

You have the ability to download your statement to a pre-formatted document, a CSV or spreadsheet format. Select your option below and press download.

- PDF
 Excel
 Comma-delimited (CSV)

Sample Statement

Previous Balance	Payments And Credits	New Charges	New Balance	Credit Limit
\$1,330.28	\$110.06	\$11,186.30	\$12,411.62	\$20,000.00

Statement Date: 03/29/03
Payment Due Date: 04/29/03

Reference Number	Type of Activity	Amount
2/28/03 2/29/03 24/17616306890984394984	NWA AIRLINES CORPORATE/JU	\$2,695.37
3/1/03 3/1/03 74346583070000000479	DTW NW J FRA NYJ AMS NW J DTW COMERICA BANK	\$20,000.00 PV
3/2/03 3/2/03 24/17616306890984394984	TELE 2000 CORP/20001118	\$3,293.96 PV
3/2/03 3/2/03 7434658306155303100020	TEX # 2302C2B2201178	
3/6/03 3/10/03 24/17616306890984394984	INTER CONTINENTAL HOTEL (Foreign Currency) 732.59 EUR	\$172.81
3/10/03 3/10/03 74346583070000000479	SHANGHAI AIRPORT HOTEL (Foreign Currency) 46.00 EUR	\$51.26
3/10/03 3/10/03 74346583070000000479	COMERICA BANK	\$402.00
3/17/03 3/19/03 24/176163077807711723	CORPORATE/JU	\$3,794.90
3/17/03 3/19/03 24/176163077807711723	DTW NW J NRT NW J PEK NW J NRT NW J DTW	
3/17/03 3/19/03 24/176163077807711723	AMERICAN AIRLINES CORP/0001204777448	
3/17/03 3/19/03 24/176163077807711723	CORPORATE/JU	
3/17/03 3/19/03 24/176163077807711723	PEK CAF CKG CA F PEK	
3/20/03 3/20/03 24/176163077807711723	NWA AIRLINES CORPORATE/JU	
3/20/03 3/20/03 24/176163077807711723	NRT NW J DTW	

Amount Over Credit Limit:
Less:
Net Total Charges:
Total Cash Advances:

Previous Balance	Payments	Credits	Purchases and Advances	Taxes & Fees	New Balance
\$1,330.28	\$110.96	\$0.00	\$11,186.30	\$0.00	\$12,411.62

Pay

Cardholders can initiate a request for an electronic payment to be made to their Citibank Individually Billed Travel Account in 3 easy steps.

Step 1

The user is prompted to provide their bank ABA Routing number and account number using an image of check.

CARDHOLDER SAMPLE Date 11/26/04
xxxx xxxx xxxx 6641

Pay To The Order Of Citibank \$12.63

Memo Pay Commercial Card Account

YOUR FINANCIAL INSTITUTION

123456789 12345678901234 1234

Bank ABA Routing Number
Enter your 9-digit bank ABA routing number in the field below.
123456789

Bank Account Number
Enter your bank account number in the first field. Confirm your bank account number in the following field.
Account Number Confirm
5551112 5551112

If you would like to save your account information on our secure server, check this box. This will allow you to quickly make a future payment request by simply entering your payment amount next time you sign on.

If you don't check this box the bank information you have given will remain valid only for the rest of your current active online session.

Pay Electronically **Cancel**

At the cardholder's discretion, Citibank can "save" the bank account information for the next payment request and **Step 1** is eliminated on subsequent online payment requests.

Step 2

The user designates the dollar amount of the payment.

Authorize Payment to Account xxxx xxxx xxxx 0001

Please enter your payment amount in the field provided (located on the check) and then click the **Pay Electronically** button to schedule your payment. Payments received before 4:00PM EST on any of our business days will post as of the same day to your account. Payments received after 4:00PM EST will post to your account as of the following business day.

JAMES V CORPORATE Date 11/30/04
xxxx xxxx xxxx 0001

Pay To The Order Of Citibank \$12,411.62

Memo Pay Commercial Card Account

SECURITY BANK

:091409584:123456-1234

Pay Electronically **Cancel**

To change your Bank ABA Routing Number or Account Number, please click one of these links or click on the link displayed at the bottom of the check.

Step 3

The user authorizes Citibank to initiate a debit to the designated checking account and apply a payment credit to the credit card account of the user.

You have authorized Citibank to initiate an electronic payment which will debit the following account.

ABA Routing Number: 091409584
Checking Account Number: 123456
Bank Name: SECURITY BANK

The following Citibank account will be credited with the displayed amount.

Account xxxx xxxx xxxx 0001
Amount: \$12,411.62

<< Back **Cancel** **I Authorize**

Payments made by 4:00 p.m. ET will be credited to the Citibank credit card account the following day.

Pay History

Cardholders can review a record of their electronic payment requests.

Global Transaction Services